

Office of the County Clerk

The general duties of the County Clerk are set out in T.C.A. § 18-6-101 et seq and various other sections of the Tennessee Code. The County Clerk performs a wide variety of functions, which generally include: (1) collecting certain local and state taxes (such as local wheel taxes, local hotel/motel taxes, beer taxes, business taxes, sales taxes on motor vehicles, and vehicle registration fees); (2) issuing motor vehicle titles and registrations; (3) renewing and replacing driver's licenses; (4) issuing marriage licenses; (5) selling business licenses; (6) processing applications for beer permits; (7) processing applications for notaries public; (8) issuing pawnbroker and title pledge lender licenses; and (9) issuing hunting and fishing licenses. The County Clerk receives fees for the services rendered by the office and is required to collect all fees to which the County Clerk is entitled. T.C.A. § 8-22-102.

The duties of the County Clerk are dealt with in greater detail in *Legal Issues for County Clerks*, a CTAS publication for the County Officials Certificate Training Program (COCTP). This publication may be found on the CTAS website at www.ctas.utk.edu in the Resource Center. The County Clerk's webpage can be accessed through the Shelby County Government website at www.shelbycountyttn.gov by selecting "County Clerk" from the "Elected Officials" drop down menu on the left hand column.